



MEMBER SERVICES REPRESENTATIVE Part Time

The Position

Reporting to the Manager Member Services, this position is responsible for a variety of cash and non-cash transactions, and will be responsible for consistently demonstrating excellent member service. Specifically the successful candidate will be focused on opening accounts, and processing deposits, withdrawals, & investments.

In addition, this position will be responsible for managing and balancing assigned cash, adhering to security procedures, as well as identifying referral opportunities for SVCU services.

The Person

The ideal candidate will have minimum Grade 12 plus business education or prior cash experience. A self-motivated, proactive individual, you have strong organizational skills and have an excellent track record in teamwork. You are described as having strong problem-solving, interpersonal, analytical and communication skills; and are proficient in Microsoft Office.

The Credit Union

Swan Valley Credit Union is a full-service financial services provider with assets of \$271 million and locations in Swan River and Benito, serving 7,300 members. The credit union also operates an insurance subsidiary in three locations.

Swan Valley Credit Union actively promotes an environment that encourages professional development, teamwork and innovation.

Salary will be commensurate with qualifications and experience. Swan Valley Credit Union also offers an exceptional and comprehensive benefit package. All advancing candidates are subject to bonding approval.

This posting will remain open until filled (please reference posting 2017-04). Interested candidates can submit a resume, cover letter, and references to:

Deana Williamson, Manager Member Services
Swan Valley Credit Union
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Swan River, MB R0L 1Z0
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Swan Valley Credit Union wishes to thank all applicants for their interest; however, only short-listed candidates will be contacted.